

Reclaimed Site Preparation Checklist

- ☐ **1. Contact the Backflow Prevention/Reclaimed Water Inspector** – Contact the Specialist for your area (see enclosed business card) before you apply for reclaimed water service or begin preparing your site. S/he will guide you through the process and help assure that reclaimed water is available when you are ready.
- ☐ **2. Read the ADEQ Reuse Rules and Reclaimed Water User Agreement (enclosed)** – As a reclaimed water customer, you are responsible for ensuring that your site is in compliance with the ADEQ Reuse rules.

*You are required to visit our Tucson Water office,
New Services Counter, at 310 W. Alameda, to complete items 3-6.*

- ☐ **3. Apply for Reclaimed Water Service** – A completed application form must be filled out. It includes property address, how reclaimed water will be used, and an estimate of annually usage.
- ☐ **4. Sign the Reclaimed Water User Agreement** - You must sign a Reclaimed Water User Agreement. This is a contract between the reclaimed water customer and Tucson Water and covers rules and responsibilities.
- ☐ **5. Purchase Reclaimed Water Meter** - Tucson Water will assist you in determining the size meter needed and location. The price of the meter is based on the size. Payment of the meter is required before an installation date is scheduled. Because meters are installed on a first come, first serve basis, there may be a wait of several weeks before installation.
- ☐ **6. Purchase Backflow Installation Permit** – An Installation Permit is required prior to installation of the backflow prevention assembly. **Backflow Installation Permits shall be purchased at TW Backflow Office.**
- ☐ **7. Install Backflow Prevention Assembly** – All sites having reclaimed water service are required to have a backflow prevention assembly to protect the drinking water supply.
- ☐ **8. Identify and Label Irrigation System** – Reclaimed water irrigation systems must be identified with purple pipe or pipe labeled as “reclaimed water” pipe. Control valves and valve boxes must also be identified.
- ☐ **9. Check Operation of Irrigation System** - Ensures that there is no ponding, or overspray from the irrigation system.
- ☐ **10. Draw a Conceptual Plan of the Irrigation System** – Plans of your reclaimed water system must be kept on-site and available for inspection. Draw your own (professional plans not required) or use the form in Informational Packet. Laminating the plans will minimize wear.
- ☐ **11. Ask about Thermal Expansion Protection** – Ask a qualified plumber about thermal expansion due to the closed plumbing system that is created when a backflow prevention assembly is installed.
- ☐ **12. Schedule Site Inspection and Dye Test** - Contact Specialist to schedule an appointment.
- ☐ **13. Install Signs** – The Specialist will provide the signs and assist in determining the correct location(s).
- ☐ **14. Reclaimed Water Service Begins** – After the Specialist approves the site, the meter will be unlocked. It is the customer’s responsibility to connect the irrigation system to the meter.
- ☐ **15. Report Reclaimed Water Discharges** – You must report when reclaimed water leaves your property (i.e. an irrigation line breaks) by using the form at http://www.tucsonaz.gov/water/report_recl.htm.